January Growth Factor
Training Reference Documentation
2017-2018

Kentucky Department of Education
Stephen Pruitt, Commissioner

Kentucky Department of Education
KDE Contact

Ronda Devine
ronda.devine@education.ky.gov
(502)564-5279, ext. 4444
300 Sower Boulevard, Fourth Floor
Frankfort, KY 40601
(502) 564-5279
January 2018

Table of Contents

Overview of January Growth Factor Report……..……4

Choose the school month **most attendance days in January**…….……6

SAAR Records, Extract Format and File Saving…….……10

Submission to KDE…….…12

Calculation of January Growth Factor…….…..…15

Internet Settings……....16

Data Quality Review…….17

Appendix A……...18

Statutory Requirement

KRS 157.360 (15) states that "during a fiscal year, a school district may request that the Department of Education recalculate its funds allocated under this section if the current year average daily attendance for the twenty (20) day school month as defined in KRS 158.060(1) that contains the most days within the calendar month of January exceeds the prior year adjusted average daily attendance plus growth by at least one percent (1%). Any adjustments in the allotments approved under this subsection shall be proportional to the remaining days in the school year and subject to available funds under the program to support education excellence in Kentucky."

Source: Legislative Research Commission (LRC)

Note: If a district does not incur any growth or shows a loss in ADA, there is no deduction of program funding to the district.

January Growth Factor Report is not a requirement.

Information Included in the Report

The report includes the following information for the school month chosen (month 5 or 6) with the most attendance days in January of the current school year:

- ✓ aggregate days attendance and absence
- ✓ race and gender count
- ✓ home and hospital
- ✓ adjustments for less than full-time attendance (Partial Day)
- ✓ nonresident/non-contract students
- ✓ overage and underage students

All information is reported by school, grade level, and by transportation code.

Submission Deadline

Five days after the last day of the school month chosen with the most attendance days in January of the current school year, but not later than February 20 of each school year.

Facts

- January Growth Report is not a requirement, it is optional.
- District Calendars must be up to date in Infinite Campus prior to submission.
- T-codes must be up to date in Infinite Campus prior to submission.
- District will submit a SAAR report to KDE with the records 5, 7, 9 and H attendance data.
- The same data cleanup rules apply as with a SAAR or a 2nd month Growth Factor submission.

- **January Growth Factor Steps**

The first step a district should do is determine if they qualify for January Growth.
The Fall Growth Factor Report added a new column in the e-mail to help districts determine eligibility for January growth. The last column shows the required amount of AADA for January Growth. The district can use this number and compare the AADA from the fifth or sixth month on the ADM/ADA Report to see if they qualify.

The below example shows the Growth Factor e-mail spreadsheet that was sent in the fall. The required AADA for the below example is 37291.968. If the ADM/ADA Detail Report shows that amount or higher, the district will qualify and should submit a January Growth Factor Report.

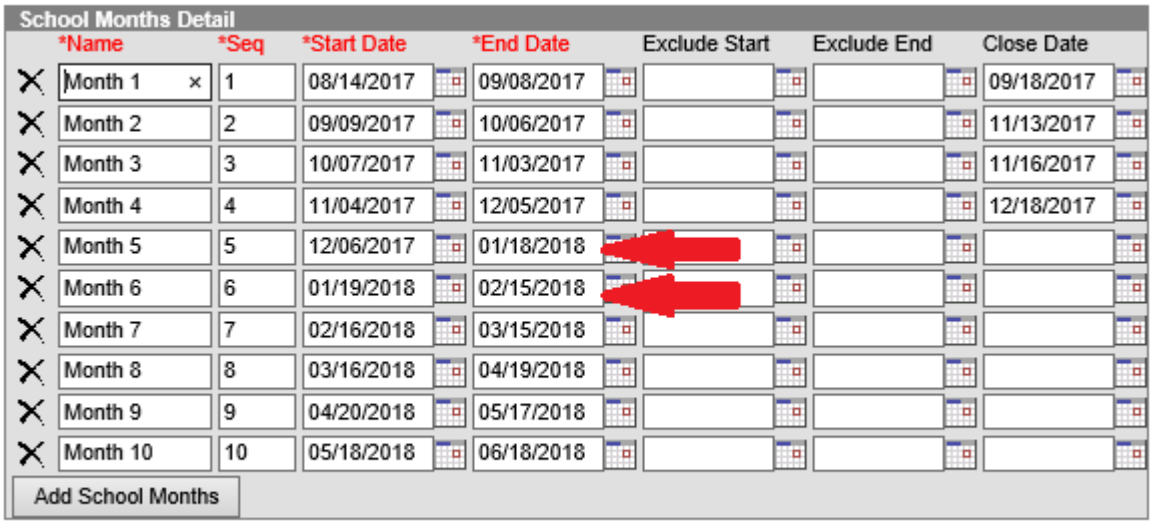
GROWTH FACTOR
DISTRICT SUMMARY GAIN LOSS REPORT
School Year 17-18

District Number	District	Current GF AADA	Previous GF AADA	Gain/Loss	Growth Percent	Membership (Does not include Virtual Schools)	Prior Year SAAR	Prior Year SAAR + Growth	Required AADA for January Growth
002	ABC District	37352.32	37271.308	81.012	0.2173	40678	36842.681	36922.74	37291.968

1. Choosing the School Month

Check the calendar for the month (month 5 or 6) with the **most attendance days in January.**

Path: System Admin > Calendar > Calendar > School Months



- Look at Month 5 and Month 6

  This will tell you the dates in month 5 and month 6. Notice part of Month 5 falls in the month of December and the month of January. Month 6 falls in the month of January and the month of February. We need to know these dates so we can determine which month has the most attendance days that fall only in the month of January.

2. Print the Calendar Report

- Compare the dates to the Calendar Report (shown below) in order to determine which month has the most **Attendance** days in the month of January.

Path: System Admin | Calendar | Calendar | Days

- Select 'Print' and the Calendar Report will be visible.

ABC District 07/01/2017 through 06/30/2018	A Elementary School 2017-2018 Calendar Year	Calendar Report 01/09/2018 // 11:00:11 AM

Legend

Non-instructional day

Non school day

December

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Month 5
12/6 – 1/18

Month 6
1/19 – 2/15

Look at Month 5 and Month 6 on the Calendar Report and count the attendance days in each month to determine which one has the most **Attendance** days in the **month of January**.

- In the example, Month 5 and Month 6 both have **nine** school attendance days in the month of January.

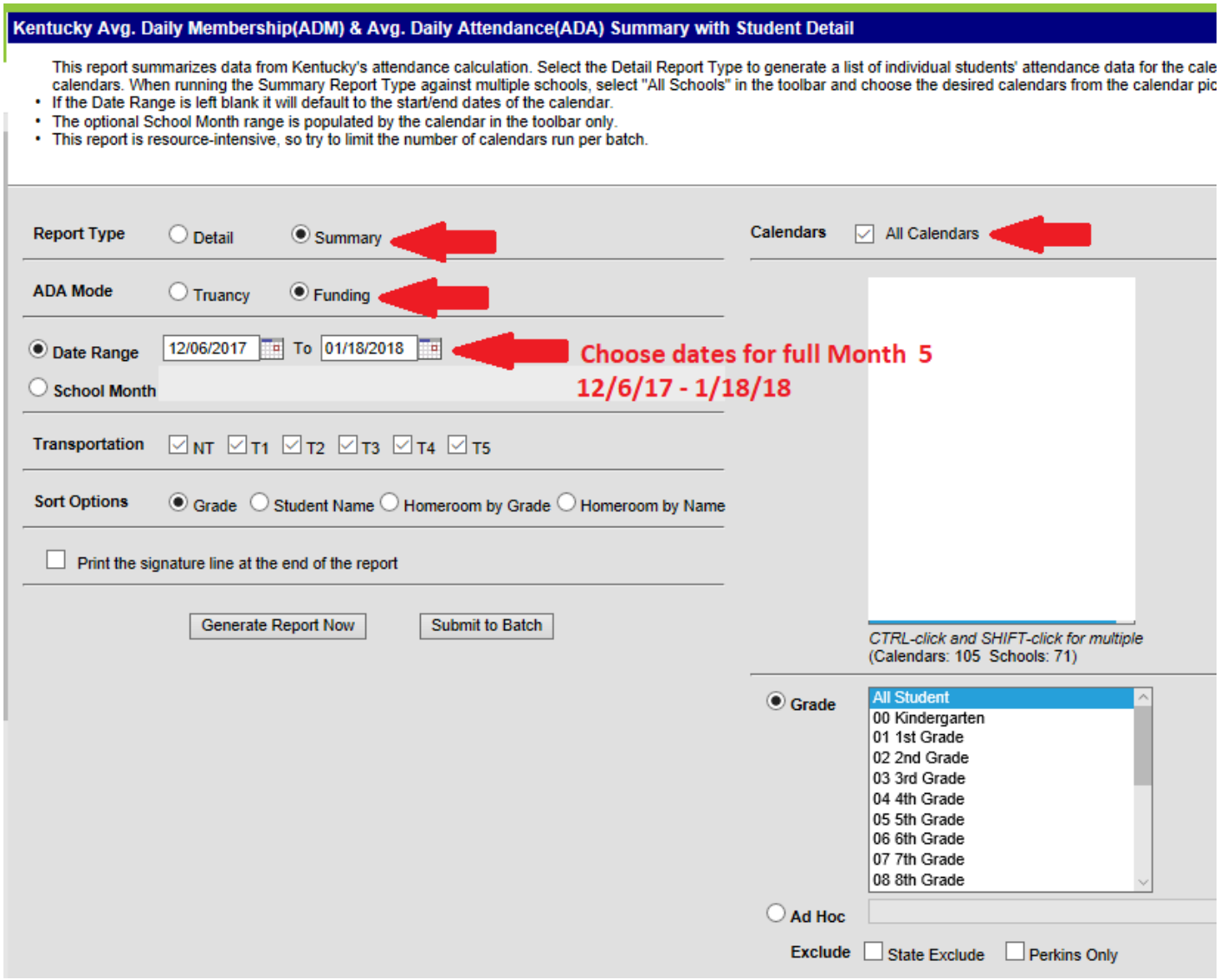
Note: If either month had a Non-Traditional Day, it is **NOT** an attendance day and not part of the count.

- This will determine which month to use for your January Growth Factor Report. In this example, Month 5 or Month 6 can be used since they have the same number of attendance days in January. For this example, we will choose Month 5.

3. Run the ADM and ADA Detail Report

Once you have determined the month, check to see if you are eligible for January Growth.

Path: Attendance > Reports > ADM and ADA Detail



KY ADM ADA District Summary Report cont.

17-18 School Year
Generate on 01/09/2018 11:36

ADA: Funding Date Range: 01/01/2018 - 01/18/2018 Transportation: NT, T1, T2, T3, T4, T5 All Grades Schools: 70

District Attendance Summary Group by School

School	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
#	326.96	2.36	36.33	45.78	99.28%	367.50	2.50	40.83
#	4,468.35	88.00	496.57	506.56	98.07%	4,471.00	88.00	496.85
#	6,335.50	117.50	704.01	717.00	98.18%	6,344.50	117.50	705.01
#	5,037.00	119.00	559.75	572.90	97.69%	5,664.50	175.50	629.53
S								
#	2,074.04	169.50	206.18	244.28	92.44%	2,077.50	169.50	206.49
E								
#	4,075.50	109.50	452.93	465.00	97.38%	4,389.50	109.50	487.82
#	4,756.00	79.00	528.48	537.22	98.37%	4,756.00	79.00	528.48
El								
#	4,022.94	64.50	447.02	457.56	98.42%	4,325.50	64.50	480.64
S								
#	4,095.50	114.50	455.15	468.79	97.28%	5,005.50	203.50	556.35
#	6,514.81	83.50	723.87	733.56	98.73%	6,518.50	83.50	724.28
#	4,313.50	95.50	479.37	490.78	97.83%	4,638.50	121.50	515.51
#	0.00	0.00	0.00	100.56	0.00%	0.00	0.00	0.00
#	17,843.22	504.00	1,982.85	2,047.45	97.25%	17,852.50	504.50	1,983.88
S								
#	4,377.00	92.00	486.42	496.56	97.94%	4,692.50	109.50	521.49
#	36.00	0.00	4.00	4.00	100.00%	36.00	0.00	4.00
#	74.00	0.00	8.22	9.22	100.00%	74.00	0.00	8.22
#	6,269.50	114.50	696.73	709.34	98.21%	6,269.50	114.50	696.73
#	2,081.00	43.00	231.27	236.78	97.98%	2,270.00	43.00	252.27
S								
#	5,099.50	78.50	566.66	575.34	98.48%	5,099.50	78.50	566.66
#	2,472.00	21.00	274.67	277.00	99.16%	2,472.00	21.00	274.67
#	4,624.00	101.00	513.88	525.00	97.86%	4,948.00	101.00	549.88
#	7,063.08	164.50	784.89	803.11	97.72%	7,063.50	164.50	784.93
#	4,543.88	119.00	504.97	518.22	97.45%	4,887.00	119.00	543.09
#	2,830.00	59.00	314.49	329.00	97.96%	2,830.00	59.00	314.49
#	6,269.00	92.00	696.64	706.78	98.55%	6,611.00	92.00	734.64
#	5,507.00	136.00	611.98	627.00	97.59%	5,832.00	153.00	648.11
#	16,101.95	560.68	1,789.40	1,855.36	96.64%	16,292.00	565.00	1,810.52
#	7,418.10	171.00	824.40	844.90	97.75%	7,419.00	171.00	824.50
#	499.50	21.50	55.52	58.00	95.87%	499.50	21.50	55.52
#	0.00	0.00	0.00	0.00	0.00%	157.00	5.00	17.45
#	7,013.48	104.44	779.38	792.00	98.53%	7,023.00	105.00	780.44
S								
#	6,347.94	120.50	705.40	718.78	98.14%	6,628.50	128.50	736.58
#	2,616.00	52.00	290.71	296.44	98.05%	2,922.00	52.00	324.71
#	5,805.90	131.50	645.17	660.89	97.79%	5,807.50	131.50	645.35
#	3,100.43	95.00	344.51	356.00	97.03%	4,126.00	95.00	458.52
Total	357,120.46	8,533.24	39,555.31	40,761.78	97.67%	369,310.50	8,958.50	40,902.43

4. Compare the ADM/ADA District Summary Report to the Fall Growth Factor spreadsheet.

- In this example, the district is eligible for January Growth. The funding ADA is 39,555.31 which is higher than the required growth AADA of 37,291.968. This district should submit a January Growth Factor Report.

GROWTH FACTOR
DISTRICT SUMMARY GAIN LOSS REPORT
School Year 17-18

District Number	District	Current GF AADA	Previous GF AADA	Gain/Loss	Growth Percent	Membership (Does not include Virtual Schools)	Prior Year SAAR	Prior Year SAAR + Growth	Required AADA for January Growth
002	ABC District	37352.32	37271.308	81.012	0.2173	40678	36842.681	36922.74	37291.968

5. Generate January Growth Factor

Path: KY State Reporting | SAAR Report

- The January Growth Factor is done by submitting a SAAR Report following the Report Options:
  - Extract Format = State Format (Fixed width) ○
  - Date Range = Blank
  - School Month = 5 or 6 (whichever one has the **most attendance days in January**.) ○ Select Calendars = Check 'All Calendars'
  - Year = 17-18
  - Report Types = R5, R7, R9, RH
  - Select 'Generate Report'

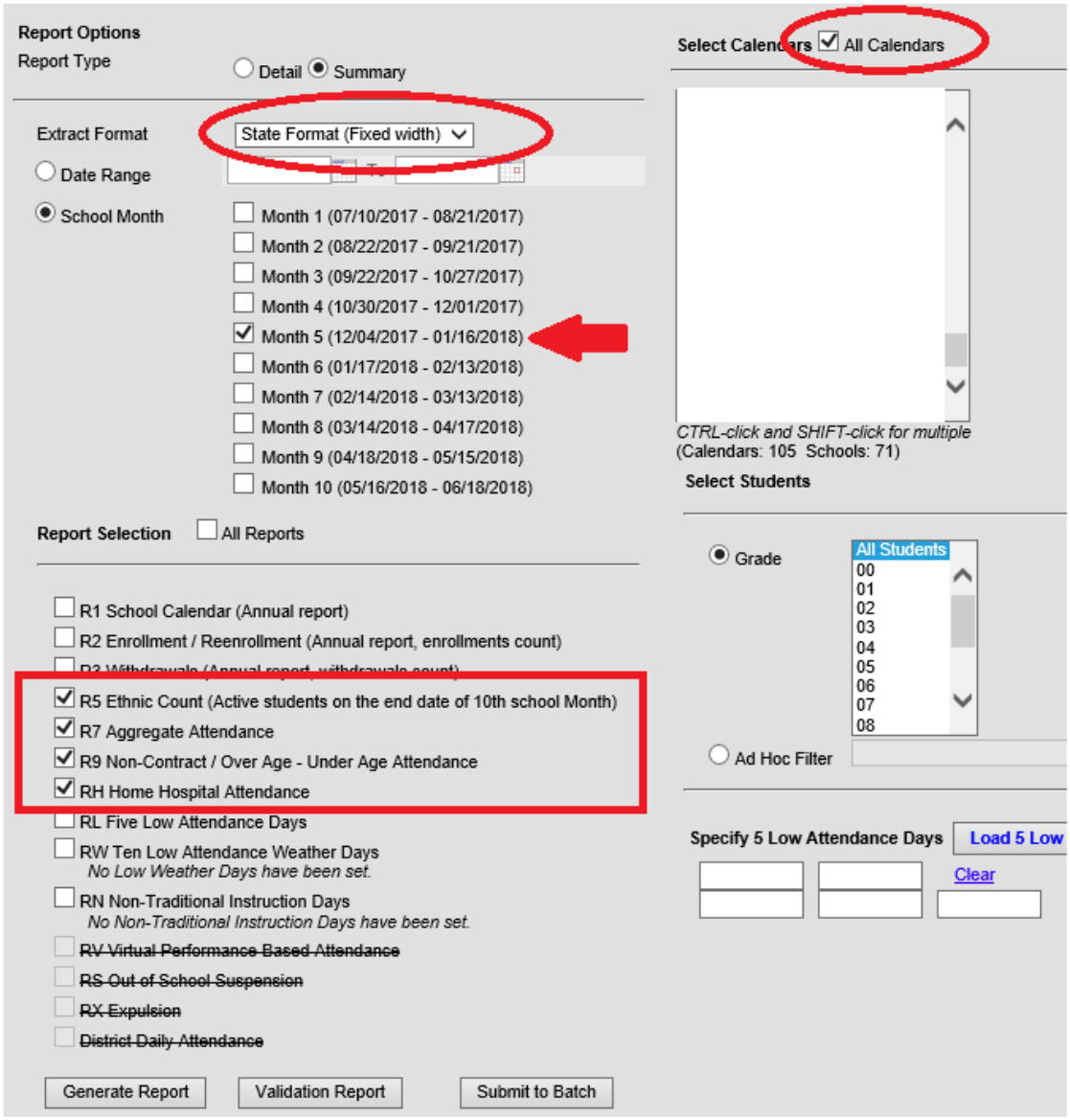
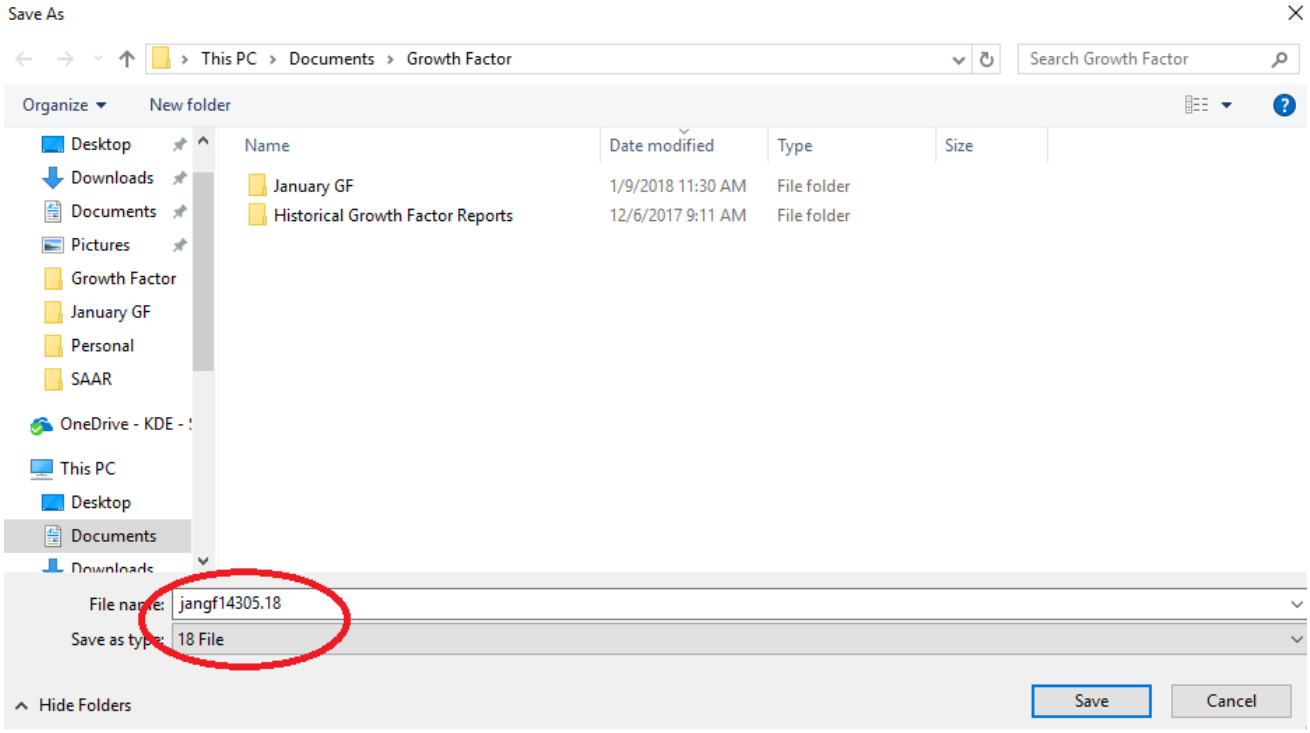


Figure 1-1 (will appear when file is generating)

Figure 1-2

Figure 1-2 'File Download' box will appear. Click Save options and select "**Save as**" in Figure 1-3.

Figure 1-3

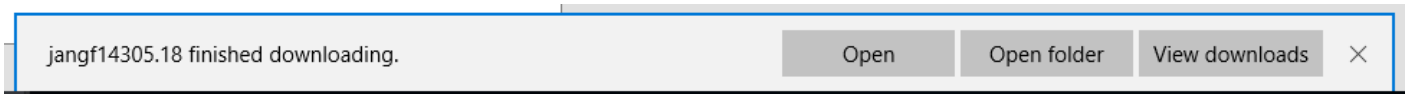


- '**Save as**' box will appear.
- File name should be entered as: jangfxxxxx.17

(first three x's = 3-digit district number, last two x's = 2-digit school month)

Example: Danville Independent (143), School month 5 (05), School Year 2018 (.18) = jangf14305.18

Figure 1-5



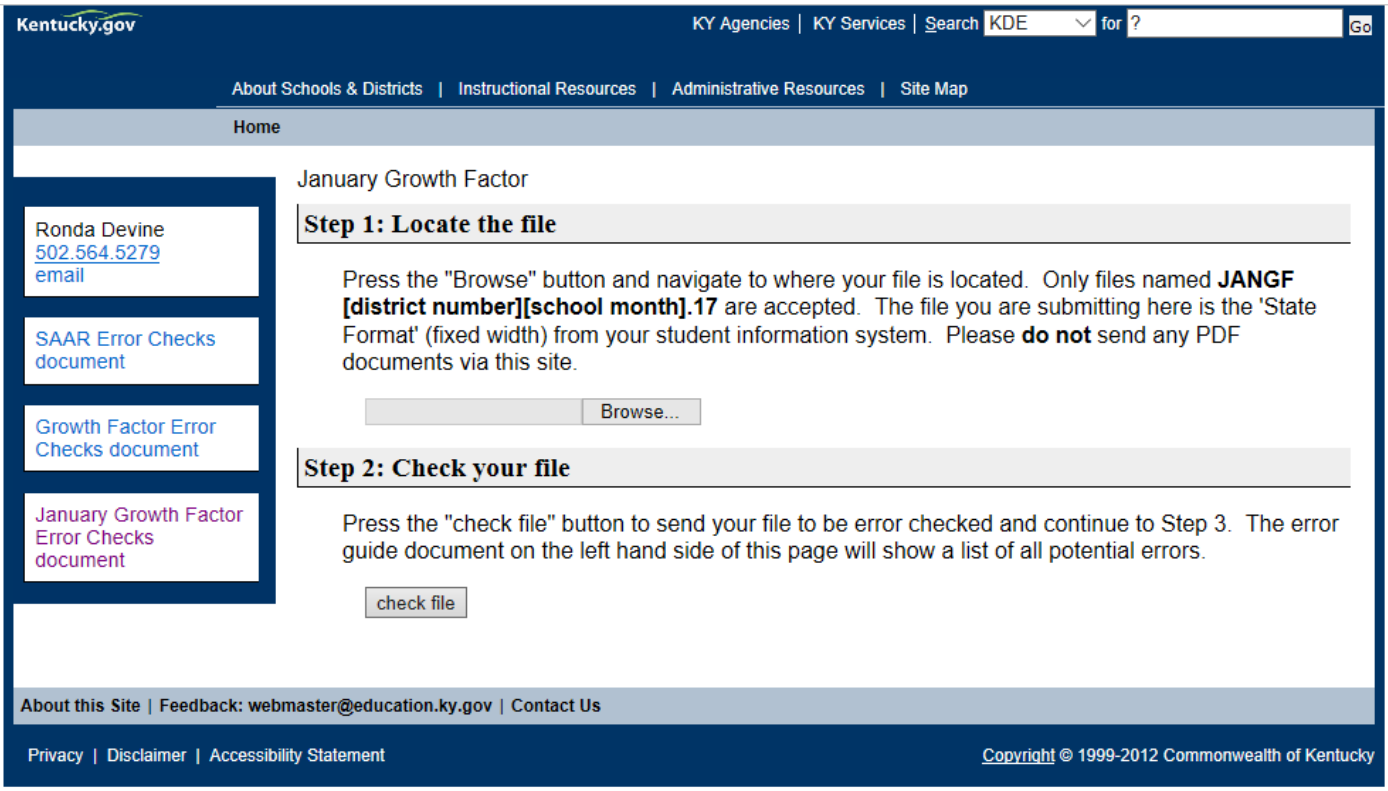
- 'Download complete' dialogue box may appear. 'Close' the box. You now have the report saved on your computer and named properly.
- Submit this file through the KDE submission process.

✓ Run a pdf copy after you run the fixed-width. Keep the pdf copy for your files.

6. Submit January Growth Factor Report to KDE

- **Each district's January GF file is submitted via a website link on the KDE homepage. This link can be located at: http://opsupport.education.ky.gov/saar/**

1. The file submitted goes through an error check and any errors present are listed on the page (See Appendix A)
2. Errors should be cleaned up before submission process is complete. n some instances, an error may be excusable or ignorable. District would consult with person at KDE processing the report.
3. Once errors are cleaned up, the submission can be completed by entering contact information such as; email, district number and comments.
4. Once the file is submitted a series of events happen.
   - KDE Attendance Mailbox is notified
   - District who submitted receives a confirmation email
   - Text file submitted is loaded into KDEADA application



Error Guide

A January Growth Factor Error Checks document is available (and also in Appendix A on page 19) on the web page here. Common errors that occur during file submission are listed. Districts should review this information prior to submitting their file.

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER**: Once submitted, the file will have to be reset by KDE if a new submission is needed.

* your email

* your name

* your phone

* your district

* your Superintendent's name

* your DPP's name

* your Finance Officer's name

comments

submit file

✓ **Please list the names as they appear on the Global and do not use nicknames**

- **Calculation of January Growth Factor**

If the month selected for submission exceeds the 'prior year adjusted average daily attendance plus growth by at least 1%', then an adjustment in your district SEEK payments shall be proportional to the remaining days in the school year (subject to available funds).

First, you have to start with ***Prior Year AADA[1] plus Growth[2]***

Prior Year AADA plus Growth

Second month growth % is calculated as follows: (Current Year – Prior Year)/Prior Year

- Example numbers: (1153.975 – 1140.419)/1140.419 = a growth % of 1.1886

Growth Count generated. Growth % is multiplied by the Prior Year EOY AADA submitted on SAAR.

- Example SAAR AADA = 1121.519. So, 1121.519 x 1.1886 = a growth count of 13.33

Growth Count of 13.33 should be added to the Prior Year EOY AADA (SAAR) 1121.519 to generate Prior Year AADA Plus Growth of 1134.849. This is the AADA that your SEEK funding is based on.

Second, you determine if the JanGF exceeds the AADA plus growth by 1%

Is January Growth Factor AADA greater than 1% of the Prior Year AADA plus Growth?

Prior Year adjusted average daily attendance plus growth = 1134.849

January Growth Factor % of growth is calculated as follows:

(Jan. GF AADA - Prior Year EOY plus Growth)/Prior Year EOY plus Growth

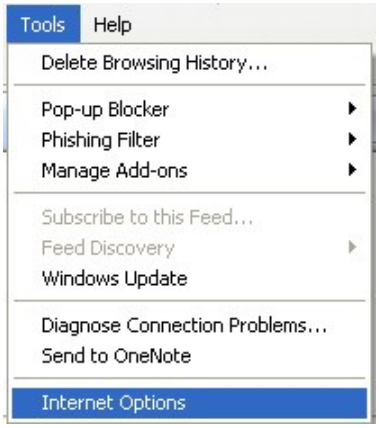
- Example January % of Growth (1154.825 - 1134.849)/ 1134.849)= .017

NOTE: If there was no growth during the Fall Growth Factor submission, then calculation of Prior Year EOY plus Growth would be equal to Prior Year EOY plus zero.

Internet Settings

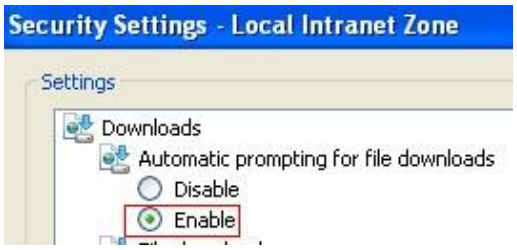
If your file will not download in Internet Explorer (i.e., IE sits and spins) then check your IE settings for file downloads.

1. Go to Tools…Internet Options



2. Select Security and then click on Custom Level

3. Scroll down to Downloads. Ensure that 'Automatic prompting for file downloads' is set to 'Enable'.



Data Quality and Review

- **Ethnic Count Comparison**

Comparing Record 5 to Records 2 & 3

- Record 5 (Ethnicity Count)
- Record 2 (Enrollment + Reenrollment)
- Record 3 (Withdrawals)
  - *Formula: Entries + Re-entries – Withdrawals = Ethnicity Count*
- Steps to follow
- Run Records 1, 2, and 3 (PDF, All Calendars, Month 5 or Month 6 only)

- **Run Monthly Attendance Reports (by month and by school)**

1. Verify Register Report and get signoff
2. Verify ADA/ADM Truancy Mode and match to the Register Report
3. Verify ADA/ADM Funding Mode and match to Record 7 for month 5 or month 6

- **Missing T codes and Partial Day Students**

The Missing T Codes (shown below for Mary) lists attendance as 1.00 and the T Code as NT, which is the default transportation code for any student without a T code. Note that attendance credit will be given but the T code may be incorrect. Use the Missing T Code pass-through SQL query to locate these type students.

Missing

08-09 **KDE High School** 100 N KY 830, CORBIN, KY 40701 Generate on 10/05/2009 02:55:09 PM Page 1 of 1	**KY ADM ADA Detail Report for Grade 12** ADA: Truancy School Month: 4 Transportation: NT, T1, T2, T3, T4, T5 Adhoc Filter: PartialDay, Peter and MissingTCodes, Mary Exclude: State Exclude Sort by Grade Students: 2

					Tardy		Attendance State Code								Funding
Grade Student Enrollment	T-Code	ATT	ADA	ADM	E	U	E	U	AFD	EHO	EDN	EPN	S	O	ADA
12 MissingTCodes, Mary *#4460 (08/06/2008 [E01])*	NT	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
12 PartialDay, Peter *#3106 (08/06/2008 [R02])*	T1	18.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.64

The Funding ADA percentage for partial day students should match the percent enrolled in the partial day attendance group. Partial day students enrolled in virtual/performance based courses will, of course, differ.

APPENDIX A - Possible Error Messages

Possible Errors from the January Growth Factor submission include, but are not limited to the following:

Record 5 - Invalid grade submitted-preschool

Record 7 - FFD, BD, or HD used for grade that is not EL (00)

Record 7 - Attendance entered without days taught

Record 7 - Days taught entered without attendance (ignorable if virtual or performance based)

Record 9 - Non-Contract student count entered without attendance

Record 9 - Non-Contract attendance entered without student count

Record 9 - Over/Underage student count entered without attendance

Record 9 - Over/Underage attendance entered without student count

Record H - Home Hospital attendance entered without students

Record H - Home Hospital students entered without attendance

Record H - Attendance entered without days taught

KDE Contact Information

KDE is available for questions during the January Growth Factor submission process. Please contact Ronda Devine at 502-564-5279, Extension 4444 or via email at ronda.devine@education.ky.gov for information and assistance.